

UNIT SELF ASSESSMENT GUIDE



OPR: CAP-USAF/IG
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DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

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MEMORANDUM FOR CAP UNITS BELOW THE GROUP LEVEL

FROM: HQ CAP-USAF/IG
105 South Hansell Street
Maxwell AFB AL 36112-6332

SUBJECT: CAP Unit Self-Assessment Guide (USAG)

At the request of several wings, the Headquarters IG office compiled the best of five Wing's unit inspection checklists and assessment guides. Because the inspection of units below the wing level is left to each wing, the use of this guide is not mandatory. Why call it the self-assessment guide--CAPR 123-3 requires each CAP unit to accomplish an annual self-assessment and forward an executive summary of the results up one command level. The guide will not be printed in a paper format, but will be distributed through Wing IGs as an electronic version in Microsoft Word for Windows 95, version 7.0. The HQ/IG will e-mail it to anyone requesting copy at the email address below.

The first reaction by many will be to choke at the amount of information and/or the detail of the questions. It is apparent that not all units require all these positions or have them all filled. Many units may have additional positions not mentioned. The references to the questions were intentionally left off so the incumbent will have to get into the regulations, manuals, and pamphlets to keep up with changes. So, modify this guide and use it in any way that supports your unit accomplishing CAP's missions for America. Recommendations for change should be emailed to the HQ at "ig@cap.af.mil."

Jimmy D. Farris

JIMMY D. FARRIS, Lt Col, USAF
Inspector General

Attachment: CAP Unit Self-Assessment Guide

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COMMAND

1. Manning/Organization (CAPM 20-1)

- a. Is the unit's organizational structure in accordance with CAPM 20-1?
- b. Are key staff positions manned?
- c. Are any staff officers filling more than one position?
- d. Are attempts being made to recruit more members to fill vacant/duplicate staff positions?
- e. Is a current organization chart available and posted with current duty assignments?

2. Facilities

- a. Are facilities adequate to meet the needs of the unit?
- b. Do the facilities reflect a professional image?
- c. Does the unit have its own meeting place?
- d. If leased, is a copy of the lease on file with higher headquarters and at the unit?
- e. If the unit is meeting in a public or private building, is there a letter of agreement for usage on file with higher headquarters?

3. Responsibilities and Supervision

- a. Are staff meetings conducted at a frequency that allows a continuous crossfeed of information?
- b. Are minutes of staff meetings maintained?
- c. Are frequent staff officer work sessions conducted?
- d. Are commander 's calls held with unit members to ensure adequate communication and crossfeed?
- e. Is the commander delegating authority to the staff or attempting to carry too much of the workload?

- f. Are one-on-one meetings between the commander and staff officers frequent enough to ensure awareness of accomplishments, problems, and degree of compliance with CAP policies?
- g. Has a detailed position description been developed for the deputy commander(s) and directors?
- h. Have overall unit goals and staff goals been established and distributed?
- i. Has a system been developed to monitor the accomplishment of unit goals?
- j. Are CAP grooming standards being enforced?
- k. Is the commander wearing the uniform properly?
- l. Is the commander insuring that members are wearing the uniform properly?

4. Financial Management

- a. Is the commander a member of the finance committee?
- b. Has the unit finance committee prepared a budget for the fiscal year and is it reviewed quarterly?
- c. Do individual staff officers submit annual budget requests for inclusion in the unit budget?
- d. Are financial records maintained for at least 6 years?
- e. Does the unit have an on-going fund raising plan?
- f. Has the commander insured that all fund raising activities are approved, in writing, by the wing commander?
- g. Does the commander monitor expenditures to insure proper use of funds?
- h. Is the commander familiar with the financial procedures established by CAPR 173-1?
- i. Does the commander ensure that an annual audit of financial records is performed?
- j. Does the commander request a special audit when required by CAPR 173-1?
(Change of Commander or Finance Officer)

5. Cadet Programs

- a. Is the commander personally involved in the cadet program?
- b. Are membership trends monitored in recruiting and retention?
- c. Have unit goals been established for the cadet program?
- d. Is the commander familiar with the progress of the unit's cadet flight orientation program?
- e. Does the commander meet frequently with his deputy commander for cadets and cadet commander?
- f. Are cadet activities encouraged and supported by the commander?
- g. Has the commander ensured that all personnel have been trained in the Cadet Protection Program, including cadets?
- h. Does the commander understand and enforce the requirements of the Cadet Protection Program?

6. Senior Programs

- a. Is the commander promoting recruitment/retention of senior members?
- b. Has the unit established goals for the senior program?
- c. Has the commander ensured that all senior members have attended Level I and Cadet Protection Training?
- d. Is the Senior Member Training Level Report (SMTLR) being reviewed and updated?
- e. Are inactive members being terminated or transferred to Squadron 2000?

7. Safety

- a. Has the commander ensured that an active and aggressive safety program exists?
- b. Has the commander ensured that an internal safety survey is scheduled and conducted annually with the results forwarded to the wing safety officer?

c. Does the commander ensure that safety items are discussed at staff and unit meetings at least monthly with attendance taken and a brief description of the safety topic listed.

d. Does the commander ensure that all ground and flying incidents/accidents are properly reported in a timely manner?

e. If accidents/incidents have been experienced, did the commander take adequate corrective action IAW CAPR 62-2?

f. Has the commander established procedures to monitor the safety program of the unit?

8. Public Affairs

a. Are the commander and staff actively engaged in promoting CAP in the area of their influence?

b. Are CAP briefings being presented to organizations in the community?

c. Does the commander encourage and support the unit PAO?

d. Does the commander write an article for the unit newsletter?

9. Operations

a. Has the commander ensured that published guidance governing flight operations is IAW CAPR 60-1?

b. Has a procedure been published which outlines how the unit aircraft will be released to pilots and for what purpose?

c. Has the commander designated in writing the pilots who can give cadet orientation flights?

d. Has the commander specified the minimum survival equipment to be carried on the unit aircraft?

e. Has the commander established a program of guidance for training/evaluation, checkout, flight procedures, and currency of aircrew members?

f. Has the commander designated a unit check pilot in writing?

10. Emergency Services

- a. Has the commander established a training program to provide a sufficient number of qualified personnel to perform the CAP emergency services mission?
- b. Has the commander supplied a current alert roster to the next higher headquarters?
- c. Has the commander published procedures for alerting unit personnel for emergency services missions?

11. Aerospace Education

- a. Does the commander take an active part in the unit's aerospace education program?
- b. Is the commander familiar with the unit's AE plan of action and working closely with the AE officer towards its accomplishment?
- c. Has the unit submitted a nomination for the annual aerospace award?

12. Complaints

- a. Does the commander have an open-door policy?
- b. Are complaints processed in a timely manner?
- c. Does the commander emphasize the chain of command for handling complaints?
- d. Does the commander actively use the unit chaplain or MLO to mediate complaints?
- e. Does the commander forward any complaints that cannot be resolved at his level to the next higher command?
- f. Does the commander acknowledge receipt of a complaint within 30 days?
- g. Are investigation reports processed on a preferential basis and safeguarded from disclosure to unauthorized persons?
- h. Are complaints investigated informally?
- i. Are problems pertaining to membership termination, supervision and discrimination handled IAW appropriate CAPRs and under the advice of appropriate legal counsel?

13. History

- a. Has the commander appointed a unit historian?
- b. Is a program established to collect and submit in a timely manner items of significant historical interest?
- c. Are historian reports submitted to wing headquarters in a timely manner?
- d. Is the historian and commander familiar with CAPR 210-1?

14. Non Discrimination

- a. Is a policy of nondiscrimination pursued to ensure all personnel receive equal benefits and rights regardless of race, sex, or national origin? (IAW CAPRs 39-1 and 39-2)

ADMINISTRATION

1. General

- a. Has a unit administration officer been appointed in writing?
- b. Does the administration officer wear the uniform properly?
- c. Does the administration officer know the proper chain of command for dealing with administration problems?

2. Publication and Forms Management

- a. Is CAPF 8 used when requisitioning replacement copies of publications and blank forms?
- b. Does the administration officer maintain a current, properly posted official set of CAP publications?
- c. Is the unit commander insuring that maximum effort is made to conserve publications and blank forms?
- d. Does the CAP index properly reflect the current status of all publications?
- e. Is the administration officer familiar with publications requisitioning procedures?
- f. Has a policy for storing and issuing blank forms been established?
- g. Are higher command regulations and OIs on file?
- h. Does the administration officer inventory stock of blank forms every quarter and reorder enough to last until the next quarter?

3. Administrative Communications

- a. Is the administration officer familiar with the use of endorsement and separate letter replies to correspondence?
- b. Are any administrative or clerical controls imposed on correspondence that could delay CAP business?
- c. Is the authority line used on correspondence prepared by staff members that contains policy or is directive in nature?
- d. Is the proper signature element used when preparing correspondence?

- e. Is the proper procedure used when referring to a previous communication to or from the addressee on the same subject?
- f. Has a suspense system been established to ensure prompt replies to incoming correspondence?
- g. Are administrative authorizations being properly prepared?

4. Records Maintenance

- a. Are proper procedures followed when preparing records for shipment or storage?
- b. Is the CAPF 57 properly prepared and filed?
- c. Are appropriate rules used for items listed on CAPF 57?
- d. Do files disposition and control labels contain prescribed criteria?
- e. Is the disposition of calendar and fiscal year records IAW current directives?
- f. Is the CAPF 57 reviewed periodically to ensure that all files and records are accounted for?
- g. Has a records officer been appointed in writing?

AEROSPACE EDUCATION**1. Manning**

- a. In composite units, are both of the authorized aerospace education positions filled?
- b. Is the aerospace education officer an educator or in an education-related profession?

2. General

- a. Has the aerospace education officer received an orientation from the wing director of aerospace education?
- b. Is a written "Aerospace Education Plan of Action" on file? Has it been submitted, through the unit commander, to the wing director of aerospace education for review?
- c. Does the aerospace education officer maintain liaison with the wing director of aerospace education?
- d. Has the aerospace education officer established liaison with local educators for promotion of aerospace education? Does the aerospace education officer maintain a directory of these educators?
- e. Is the aerospace education officer aware of the goals for aerospace education as set forth by the wing director of aerospace education?
- f. Are unit personnel participating in the senior member aerospace education training program?

3. Internal

- a. What methods are used to disseminate aerospace education information to the unit's members?
- b. How is the Aerospace Education Program for Senior Members (AEPSPM) administrated by the unit?
- c. How are unit members supported in taking the AEPSPM?

4. External

- a. Is the aerospace education officer familiar with the aerospace education materials that are available to schools?

- b. Does the aerospace education officer have a listing of non-CAP organizations in the local area, which can and do provide help in aerospace education?
- c. What evidence is there of an effort to promote aerospace education in local schools?
- d. What rapport has been established with the unit public affairs officer in developing presentations on aerospace education to local organization?

CADET PROGRAMS**1. Manning**

- a. Has a deputy commander for cadets been appointed in writing for composite units?
- b. Have an activities officer and leadership officer been appointed to assist the deputy commander for cadets?
- c. Have all senior members who supervise cadet activities completed cadet protection training?
- d. Is the senior manning sufficient to support the cadet program and are all key staff positions filled?

2. Cadet Recruiting

- a. Has a cadet recruiting program been established?
- b. Does the unit commander monitor the unit's cadet recruiting efforts?
- c. Have the deputy commander for cadets and the recruiting officer established goals and objectives for cadet membership growth and retention? What are they and are they documented? Are they realistic?
- d. Has the unit commander or a representative (deputy commander for cadets, recruiting officer, etc.) made presentations to schools and civic groups aimed toward recruiting cadet members?
- e. Are cadet sponsors assigned to each new member until they complete Phase I requirements?

3. Program Implementation

- a. Is the unit using the optional motivation phase?
- b. Are parents of potential new cadets invited to visit during the first meeting the cadet attends?
- c. Are parents of new cadets briefed on the CAP Cadet Protection Policy and Program?
- d. During the briefing are parents reminded to read and discuss with the cadet the protection policy?

- e. Is the deputy commander for cadets familiar with the policy of firearms being either a facsimile or deactivated?
- f. Are cadet awards presented by appropriate individuals? Does the public affairs officer have prior notification of the presentation so arrangements to publicize the event can be made?
- g. Is the monthly cadet membership listing used as a management tool to monitor cadet progress?
- h. Are Spattz cadets and exceptional Phase III and IV cadets serving as counselors and assistants?
- i. Does the deputy commander for cadets submit a budget to the finance committee to ensure equitable allocation of funds and property?

4. Cadet Advisory Counsel

- a. Has a cadet advisory council representative been appointed?
- b. Are copies of cadet advisory council meeting minutes received from wing headquarters and are they on file?
- c. Are cadet advisory council representative and alternate designated on CAPFs 2a? Have the CAPFs 2a been submitted to wing headquarters?
- d. Does the cadet advisory council representative meet the minimum qualifications?

5. Special Activities

- a. Is an active, cadet-orientated activity program functioning?
- b. What activities are scheduled and accomplished at the unit level?
- c. Does the unit have a drill team or color guard?

6. Flying Program

- a. Do new cadets receive an orientation flight as soon as possible after joining?
- b. Does the unit or the cadet mail CAPF 77 to National Headquarters on a timely basis?
- c. Is the monthly cadet membership listing used to monitor and manage the flight orientation program?

- d. Is the unit actively supporting the orientation flight program for cadets? How?
- e. Has the commander established procedures for recommending cadets to receive solo airplane or glider training scholarships?

7. General

- a. Is frequent contact maintained with the wing director of cadet programs?
- b. Are cadet program personnel and cadets aware of academic scholarship opportunities in Civil Air Patrol? How are scholarships advertised?
- c. Are cadet program personnel and cadets aware of the Air Force Academy Preparatory School nomination program?
- d. Do the cadets adhere to the grooming and uniform wear standards set in CAP?

8. Testing

- a. Has the commander appointed a testing officer in writing (the commander may not serve as TCO or ATCO)?
- b. Are test materials properly controlled in a metal filing cabinet with a steel bar and combination lock or an upright safe accessible only to the unit commander, TCO, or ATCO?
- c. Are test materials destroyed according to CAPR 50-4, para 8?
- d. Are CAP Form 23 general purpose answer sheets scored as soon as possible when completed by examinee, and is the lower portion destroyed when scores are recorded and subsequently transcribed to the cadet master record?

CHAPLAIN

1. Manning

- a. Has a unit chaplain been appointed in writing?
- b. Was the appointment coordinated with the wing chaplain and national headquarters to ensure enrollment in the CAP Chaplain Corps?
- c. If a unit chaplain has not been appointed, has the commander arranged for visiting clergy?
- d. Has the chaplain completed Level I training (cadet protection)?
- e. If the unit does not have a chaplain or moral leadership officer assigned, how are moral leadership training periods conducted?

2. Responsibilities

- a. Is a private office assigned or available in which to conduct counseling?
- b. Are interviews of all unit personnel being accomplished?
- c. Has a communications link been established with the wing chaplain?
- d. Has the chaplain been briefed on the local and national chaplain programs?
- e. Has the chaplain completed the CAP chaplain course?
- f. Does the chaplain attend annual chaplain conferences?
- g. Has the chaplain served at a summer encampment?
- h. Does the commander support the chaplain program? How?
- i. Does the commander use the chaplain as a member of the commander's staff?
- j. Does the chaplain wear the uniform properly?
- k. Does the chaplain know the proper chain of command for dealing with problems?

3. Moral Leadership Training

- a. Does the chaplain conduct moral leadership training for cadets?

- b. Is CAPP 265-series, "Value for Living", used in moral leadership training?
- c. If moral leadership training is being conducted by visiting clergy, has the visiting clergyman's name, address, and telephone number been sent to the wing chaplain?

4. Reports

- a. Are required semi-annual chaplain reports submitted on time?
- b. Are negative reports submitted?

COMMUNICATIONS

1. Manning

- a. Has a communications officer been appointed in writing?

2. Station Requirements and Authorizations

- a. Are the suggested minimum requirements for land and mobile radio stations being met by the unit? (CAPM 100-1)

3. Emergency Power

- a. Do the unit net control station and alternate net control station have emergency power capability?
- b. Are all radio operators at the net control station checked out in operation of the emergency power station?
- c. Is the emergency power unit used at least once each month to ensure it is operationally ready in case of an emergency?

4. Control of Radio Station Licenses

- a. Does the communications officer maintain an efficient filing system of licenses issued?
- b. Are applications for renewal of expiring radio station licenses submitted in sufficient time to be approved and received prior to the expiration date?

5. Training

- a. Is communication training of seniors and cadets done under the supervision of competent licensed operators?
- b. Has the communications officer attended at least one wing or region communications conference each year?

6. General

- a. Have lease agreements been executed for member-owned stations in order to give CAP control of the station for licensing purposes?
- b. Does the communications officer maintain close liaison with the wing director of communications?

- c. Do SAR stations utilize 123.1 MHz only during actual search and rescue missions and 122.9 MHz only during practice or training search and rescue missions?
- d. Does each radio operator hold a valid FCC Restricted Radio/Telephone Operator's Permit and a valid CAP Radio Operator's permit?
- e. Are periodic frequency measurements made of CAP radio station equipment? Are these documented?
- f. Are monitoring checks made to ensure that CAP stations are not being used for communications of a personal nature?
- g. Are safety procedures observed.
- h. Does the unit have a current, published emergency communications plan with an alert roster listing call signs, operators names, addresses, and telephone numbers?
- i. Is CAP-owned radio equipment distributed to members for maximum utilization?
- j. Do you periodically review the resources available to the communications program?
- k. Do you periodically review the assignment of communications equipment for best support of the mission?
- l. Is at least one unit communications exercise run on an annual basis?
- m. Does the unit actively participate in a CAP radio net?
- n. Does the unit communication officer routinely monitor unit communications?

EMERGENCY SERVICES**1. Manning**

- a. Has an emergency services officer been appointed in writing?
- b. Has the emergency services officer completed the ES level II specialty training track?

2. Emergency Services Planning

- a. How does the unit ensure that only trained and qualified members participate in missions?
- b. Does the unit maintain a mission kit?

3. Alerting Procedures

- a. How does the unit ensure that responsible unit personnel can be contacted any time by wing alert officers?
- b. Does the unit maintain a roster of ES qualified personnel with current telephone numbers, to ensure minimum reaction time in case of mission activation?

4. Emergency Services Training

- a. Are written procedures available which ensure that minimum training requirements are, in fact, accomplished and documented before CAP Form 101 "Emergency Services Qualification Card" is requested?
- b. Has the unit developed a method to assure all ES qualified personnel have participated in actual, training or test missions to maintain proficiency?
- c. Are files maintained on all ES personnel? (BFRs, F5s)

5. Aircrew Requirements

- a. Are CAPM 50-15 guidelines followed to ensure that mission pilots, observers and scanners have attained the minimum qualifications listed in Attachment 2 of CAPM 50-15?
- b. Was CAPF 5 used to evaluate each mission pilot during initial checkout as a mission pilot and biennially thereafter?

c. Does the unit provide or pursue adequate training opportunities to ensure that aircrew members maintain proficiency in search procedures?

d. Does the unit have mission check pilots assigned and do they receive biennial mission check flights?

6. Ground Team Requirements

a. How many seniors are qualified as ground team leaders?

b. How many senior and cadet members are qualified as ground team members?

c. Do ground teams have at least two primary first responders trained in blood borne pathogen protection?

d. Do ground team members possess a current Red Cross basic first aid card or equivalent?

e. Do all response vehicles have blood borne pathogen kits?

7. Resource Availability

a. Is information readily available on the current status of unit vehicles, aircraft, radios and special equipment which is available for ES missions?

8. General

a. Has the commander established a training program to provide a sufficient number of ES qualified personnel to perform CAP ES missions?

b. Has the commander provided a current alert roster to the wing director of emergency services?

FINANCE**1. Manning**

- a. Has a finance officer been appointed in writing?
- b. Is the finance officer qualified and thoroughly familiar with all CAP directives in the 173 series?
- c. Has the finance officer completed specialty track qualifications 202 Finance?

2. Finance Committee

- a. Has a finance committee composed of the finance officer and two other officers been established?
- b. Has the finance committee established budgetary control over the financial affairs of the unit headquarters? Has a budget been prepared for the current year? Is this budget reviewed quarterly by the committee?
- c. Does the finance committee approve all expenditures in excess of \$200 (except recurring expenses already approved) in writing?
- d. Are journals, ledgers, bank reconciliations, canceled checks, and books of original entry being retained for a period of six years then destroyed? Are each year's records filed separately?
- e. Has only one checking account been established? Are bank statements for the account reconciled monthly?
- f. Are any pre-signed checks on hand? Are all checks pre-numbered and accounted for, including unused and voided checks? Do all canceled checks have two signatures? Are any checks made payable to cash?
- g. Was follow-up action taken on all accounts receivable over 60 days old? Was the action documented in writing? Was approval of the unit's finance committee obtained before writing off any accounts receivable which were deemed uncollectible? If a CAP member was involved, was termination action taken?
- h. Does the unit maintain an internal audit capability? Does a member of the finance committee, other than the finance officer, perform an audit upon change of commander or finance officer? Is the audit checklist in attachment 2, CAPM 173-2 used to conduct the audit?

- i. Is the finance officer submitting quarterly vehicle insurance assessment payments in a timely manner?
- j. Does the finance officer have a copy of the last financial report submitted to the wing finance officer?
- k. Has donated property been handled according to CAPR 173-4?
- l. Are squadron fund raising activities in compliance with CAPR 173-4, Section C?

LOGISTICS**1. Manning**

- a. Has a unit logistics officer been appointed in writing?

2. Management

- a. Is the logistics officer knowledgeable of the supply, transportation and maintenance areas?
- b. Does the logistics officer have access to CAP directives in the 66, 67, 77, 87 and 900 series, and is this officer familiar with their contents?
- c. Is the logistics officer providing necessary management to functional areas within the logistics area?
- d. Is the logistics officer advising the commander of the status of the logistics program and establishing a logistics policy?
- e. Has the logistics officer developed a budget for logistics programs? Has this budget been submitted to the finance committee for approval?
- f. Has the logistics officer established liaison with the wing logistics officer?

3. Real Estate Program

- a. Is the logistics officer monitoring the unit's real estate program?
- b. If the unit uses and/or occupies DOD real property, has a valid license /permit been granted by the Corps of Engineers? Is a copy on file in the unit?
- c. If the unit uses and/or occupies property, other than DOD property, under a written lease or permit was the lease or permit document signed by the wing commander?
- d. Is the unit S-6 report current?

AIRCRAFT MAINTENANCE**1. Inspection Items**

- a. Has a unit aircraft maintenance officer been appointed in writing?
- b. Is the maintenance officer familiar with pertinent FARs and CAPRs relating to aircraft maintenance?
- c. Does the maintenance officer supervise and coordinate all aircraft maintenance?
- d. Are flying hours charges adequate to provide support to the unit aircraft maintenance program?
- e. Are the required checklists and logbooks maintained in the aircraft?
- f. Are the maintenance records properly stored and accessible?
- g. Are all required aircraft inspections being performed and recorded (including FAR Part 43 and CAPR 66-1)?
- h. Is the aircraft properly stored and tied down?
- i. Are the required placards installed in the aircraft (x-wind, smoking, seat security, and passengers)?
- j. Is the corporate aircraft registered to Civil Air Patrol, Inc.?
- k. Is there a regular program for keeping the aircraft clean and free of corrosion?
- l. Are aircraft evaluated, at least annually, using the HQ CAP Aircraft Inspection Checklist?

Date: _____		CAP AIRCRAFT INSPECTION CHECKLIST		Current as of 6 Mar 98
Wing: _____	Tail #: _____	Make/Model: _____	Year: _____	Tach Time: _____
Date/Tach Time @ Last 100 Hr Insp: _____		Date/Tach Time @ Last Annual Insp: _____		
Date/Tach Time Last Oil Change: _____				
Inspect aircraft for overall condition and appearance (obvious defects, leaks, corrosion, and cleanliness / condition of paint / condition of prop - bent, nicks, etc.)				
Discrepancies: _____				
INSPECTION ITEM	(installed/serviceable/current ⇒)	Y	N	REMARKS / DISCREPANCY
Markings - Placards (Ref: CAPR 66-1)				
- CAP Color Scheme and CAP Seal				
- "NOT FOR HIRE" Placard displayed				
- "MAX CROSSWIND" Placard displayed				
- "CESSNA SEAT SLIPPAGE WARNING" Placard displayed				
- External Aircraft Identification Plate (Ref: FAR 45.11)				
Required documents in aircraft A-R-O-W				
- Airworthiness Certificate (Ref: FAR 91.203)				
- Registration (Ref: FAR 91.203)				
- Operating Handbook (Ref: FAR 91.9)				
- Weight & Balance Data (Ref: Acft Flight Manual / POH)				
Instrument Requirements				
- Altimeter System Current (24 months Ref: FAR 91.411)				
- Pitot / Static System Current (24 months Ref: FAR 91.411)				
- Transponder Current (24 months Ref: FAR 91.413)				
- VOR Operational Check +/- 4 deg (30 days Ref: FAR 91.171)				
Interior & Exterior Lighting for Operation				
- Interior Overhead (flood/dome)				
- Landing / Taxi / Pulselite				
- Anti-collision Strobe (Ref: FAR 91.209)				
- Navigation / Position (Ref: FAR 91.209)				
- Flashing Beacon				
- Instrument				
Other (see CAPR 66-1 for further guidance)				
- Brakes for leaks, wear, and obvious defects (Ref: Acft Service Manual)				
- Tires for proper air pressure and serviceability (Ref: Acft Service Manual)				
- Avionics and Control Locks installed				
- Serviceable fire extinguisher installed				
- ELT Battery Current (replacement date on ELT) (Ref: FAR 91.207)				
- Shoulder Harness installed (Ref: FAR 91.205)				
- Engine Cowling for proper fit and contour / Fasteners serviceable and secure				
- Aircraft properly chocked, tied down / Condition of Ropes				
- Operating Limits / Placards (Ref: FAR 91.9)				
- Cessna Seat Rails for Cracks & Wear (Ref: AD 87-20-03, Rev 2)				
- Secondary Seat Stop Installed (all Cessna 172, excluding 172R)				
- Cessna Door Hinge Pins Installed				
- Equipment List (CAP Form 37) matches equipment installed				
- Aircraft Logbooks- 50 Hr Insp, 100 Hr Insp, Annual Insp, & Airworthy Directives (AD) compliance listing current (Ref: FAR 91.417)				
- Carbon Monoxide Detector (serviceability, expiration date)				
- Cargo Tiedown or Net Installed (Ref: FAR 91.525)				
Name Of Inspector:				

OVERALL CONDITION AND APPEARANCE:

Comment on the overall interior and exterior condition.

Check for Interior/Exterior Corrosion: HQ CAP emphasizes an aggressive aircraft corrosion prevention program. HQ CAP-USAF/LGM via the CAP depot provides free to CAP units a corrosion prohibitor to be sprayed on the aircraft. Note any corrosion you find. It is expensive to repair; However, it is less expensive to repair if caught early. This is the most important item to check during your inspection. The primary purpose of paint is to prevent corrosion with a secondary purpose of enhancing appearance. Therefore, we need to look closely for corrosion, and missing or chipped paint. Units need to do touch up painting on their aircraft and not just let them deteriorate. Corrosion can best be checked by removing an access panel on the leading edge area of the wing and visually looking for corrosion or by looking at exposed metal inside the aircraft such as under carpets. Check for cracks in the aircraft skin. If you observe a crack that has a hole drilled at the progressive end of the crack, this is OK. It is a previous repair called "stop drill" and designed to stop the crack from progressing any further. If however, the crack has not been stop drilled or the crack has progressed it should be repaired. Inspect propeller, paying particular attention to nicks and evidence of stress (blade trailing edge wavy) on the propeller.

MARKINGS - Placards:

Cap Color Scheme / CAP Seal : CAP aircraft will be painted per the new paint scheme approved by the NEC during the Nov 97 NEC meeting. Aircraft will not be repainted to solely comply with this change. Only as the need arises for a complete repaint, will the aircraft be painted in accordance with the newly adopted paint scheme.

Not for Hire Placard / Maximum Crosswind Decal / Cessna seat slippage warning decal:

Ensure these decals are properly installed and visible. These decals can be ordered through the CAP Supply Depot in Amarillo TX.

External Identification Plate: FAR 45-11 requires a fireproof plate that is etched, stamped, or engraved with the builders name, model designation, and serial number. It must be secured to the exterior of the aircraft near the tail surfaces or adjacent or just aft of the rear-most entrance door. If the aircraft was manufactured before March 7, 1988 the plate can be attached to an accessible interior or exterior location near an entrance however, the model designation and serial number must be also displayed on the aircraft fuselage exterior.

Required Documents in Aircraft (A-R-O-W):

Airworthiness Certificate and Registration: These items are normally kept together and mounted in a pouch attached to a sidewall of the aircraft. The Airworthiness Certificate is issued when the aircraft is manufactured, the registration is issued with a change in ownership (I.E. when HQ CAP purchased it). The Radio License is no longer required for operations inside the U.S..

Operating Handbook & Weight & Balance: FAR 91-9 requires each aircraft to have an operating handbook and displayed operating limits in the form of placards or instrument markings. The ones required for the specific aircraft you are inspecting can be found in the Pilots Operating Handbook/Aircraft Flight Manual in the "limitations section." The weight & balance will normally be found in either the aircraft record book or the pilots operating manual in section 6. Make an effort to determine if it is up to date (i.e., has all the latest equipment added to the aircraft been reflected in the weight & balance data).

INSTRUMENT REQUIREMENTS:

Records of altimeter, pitot static and transponder checks completed within the preceding 24 months are usually kept in the airframe logbook, which usually are not kept in the aircraft. Ask the maintenance officer or commander from the unit controlling this aircraft to provide you the records showing these inspection were accomplished. FAR par 91.411 and 91.413 require these checks. The VOR check is required by FAR 91.171 to be accomplished prior to the flight or within the preceding 30 days if the aircraft is to be operated under IFR. The pilot can

accomplish this test by checking the VOR against a designated VOR checkpoint on the ground or by over a prominent

ground point or if the aircraft has dual VOR's by checking them against each other. When performing the check the pilot should record the date, place, bearing error and sign the log or record. The aircraft is **not** grounded if this check has not been performed or logged!

Interior & Exterior Lighting for Operation:

Check all lights for operation. You may do this by turning on the master switch and all lights.

OTHER:

Avionics and Control Locks Installed: Ensure the avionics and control locks are installed. Aircraft radio & nav equipment are very expensive and can be easily stolen. The hole drilled in the control column for installation of the control lock should be centered to ensure the flight controls are locked in the neutral position. On many Piper aircraft the seat belt is used to hold the flight controls in a static position vice the use of a control lock.

Fire Extinguisher: Check that one is present and fully charged (in the correct range).

ELT Battery: FAR 91-207 requires the expiration date of the ELT battery be legibly marked on the outside of the transmitter and entered in the aircraft logbook. A recent change to FAR 91-207 requires ELTs to be inspected during the aircraft annual inspection and this inspection be annotated in the aircraft logbook as part of the annual.

Instructions for use of the CAP Aircraft Inspection Checklist - continued

Current as of 6 Mar 98

Shoulder Harness: CAPR 66-1 states that all CAP corporate aircraft will have shoulder harnesses for the pilot and co-pilot position. For newly assigned aircraft they have 90 days to get them installed and after that point the aircraft is grounded until they are installed. FAR 91.205 also requires shoulder harnesses on aircraft manufactured after July 18, 1978.

Engine Cowling Fit & Fastener Condition: Check the cowling for proper fit and contour. Check the condition of the fasteners holding it in place. If it is loose, improper fasteners are installed or the nutplate/and or fastener are bad. It is very expensive to replace a cowling that blows off in flight. This is one of the most expensive & preventable items to fix.

Properly Chocked, Tied Down Method/Condition of Ropes: All aircraft, when not being operated, are require to be properly chocked and secured. The aircraft should also be tied down at 3 points. Chains may be used providing the chain is not directly attached to the ground anchor point. This configuration will damage the wing spars because there is no flexibility during wind gusts. Nylon rope with at least a 3000 lbs. tensile strength is recommended. HQ CAP will be changing CAPR 66-1 in the near future to delete the requirement in para 16 for an annual certification of the tie-down equipment. You do not need to check for the certification letter anymore.

Current Aircraft Flight Manual: Ensure a flight manual matching the make/model/year of the aircraft is kept in the aircraft. Check the book for condition, I.E. loose, torn or missing pages. It is next to impossible to ensure that the book contains any changes made over time without calling the manufacturer. However, if you have time this is a good thing to check.

Cessna Seat Rail Condition: The Cessna seat rails must be checked for overall condition. Check specifically for any cracks in the rails or runners. If any cracks are found refer to the attached guidance extracted from Airworthiness Directive 87-20-03, Rev 2. You are probably not a licensed A&P, so be very conservative in your judgments. If it's close or questionable, have an A&P take a look. While you are down there, check for elongation of the holes on the rails, seat locking pin rounding and roller washer wear.

Secondary Seat Stop Installed (all Cessna 172, excluding 172R): The secondary seat stop requirement only pertains to all Cessna 172 models, excluding the 172R. Cessna redesigned the seat rails on this model, eliminating the requirement.

The secondary seat stop is installed on the right side of the pilots seat (left front seat) to prevent it from sliding aft if the seat pin slips . This is HQ CAP mandatory equipment.

Door Hinge Pins (Cessna): Check the door hinges for proper hinge pins. Only authorized Cessna hinge pins will be installed in CAP aircraft. Cotter pins, quick release pins, nails, etc. will not be used and are easily identifiable. For reference, the correct part numbers are: Cessna 172 upper hinge pin - P/N 0711001-59

Cessna 172 lower hinge pin - P/N 0517019-12

Cessna 182 upper and lower hinge pin - P/N 0711038-1

Equip List (FM 37) Matches Installed Equipment: HQ CAP recently directed wings to start accounting for equipment installed in aircraft, such as radios, on a CAP Form 37. Your task is to confirm the Form 37 is complete and matches what is in the aircraft. You don't need to check individual serial numbers.

Airworthiness Directive Listing in Logbook: FAR 91.417 requires the aircraft records (logbooks) to contain the current status of applicable airworthiness directives, the method of compliance, the AD number, revision date, and recurring action if required. We know that most people don't carry an AD listing in their back pocket, therefore contact me and I will FAX you the listings you need. The A&P / AI who conducted the last annual or 100 hour inspection should have accomplished all applicable AD's as part of the inspection and updated the compliance listing in the maintenance logs.

Carbon Monoxide Detectors: For safety, disposable 12 – 18 month carbon monoxide detectors will be installed in all CAP owned aircraft. Inspect detectors for serviceability (change of indicator color) and valid expiration date. These detectors will be replaced annually.

Cargo Tiedown or Cargo Net: FAR 91.525 requires cargo to be properly secured by a safety belt or other tiedown method having enough strength to eliminate the possibility of shifting during operation. Cargo net is recommended for the cargo compartment .

The rest of the items on the checklist are self explanatory. The dates and times for the aircraft annual , 100 hour inspections, and oil changes should be in the aircraft logbooks. Tach times should be used to determine when maintenance actions are required. POC for this checklist is MSgt Breeding at HQ CAP-USAF, Maxwell AFB, AL, and can be reached at commercial (334)953-5427 or DSN 493-5427.

OPERATIONS

1. Manning

- a. Has an operations officer been appointed in writing?
- b. Does the operations officer have an adequate number of assistants?

2. Operations Management (CAPR 60-1)

- a. Are wing supplements/operational instructions on file?
- b. Does the operations officer annually evaluate the unit's activities to determine the degree of compliance with directives and effectiveness of the unit's operations management?
- c. Has a system been established to monitor utilization of corporate aircraft assigned to the unit's?

3. Standardization/Evaluation

- a. Are unit pilots serving as chief check pilot, instructor pilot, mission check pilot, or check pilot? Have they been appointed, in writing, by the wing commander?
- b. Are all check pilots and instructor pilots (except mission check pilots) certified flight instructors (CFIs) or waived, in writing, by the region commander?
- c. Are annual flight checks being administered to all pilots?
- d. Is documentation of each flight check ride properly accomplished?

4. Training

- a. Does the unit ensure all pilots receive proper initial aircraft checkout training?
- b. Are checkouts in complicated aircraft accomplished according to CAP directives?
- c. Does the unit monitor pilots to ensure they maintain currency?

5. Scheduling and Flight Release

- a. Are all flight release officers pilots?
- b. Do unit FROs have a current copy of the Wing Pilot Roster and use it in releasing aircraft?

- c. Are flight release officers' CAPF 99 "Flight Authorization Logs" being properly used for positive scheduling and control of flights in corporate aircraft?
- d. Are CAPFs 99 submitted to wing headquarters in a timely manner?
- e. Are procedures followed to ensure only qualified and current CAP pilots operate CAP aircraft?
- f. Is the appropriate mission symbol assigned for each CAP flight

6. Flight Operations

- a. Does the unit follow wing procedures for grounding an unsafe aircraft or pilot?
- b. Are glider operations, if any, conducted in accordance with FARS and CAP directives?
- c. Are student flight activities conducted under the direct supervision of and with the specific approval of qualified and current FAA CFIs?
- d. Are all unit pilots current in the unit aircraft.

7. Cadet Orientation Flights

- a. Does the unit provide adequate support to the cadet orientation flight program?
- b. Has the unit commander recommended the appointment of an adequate number of pilots to be authorized to conduct cadet orientation flights? Have they been appointed, in writing, by the wing commander?
- c. Do cadet orientation pilots meet the requirements of CAP directives?

8. Individual Flight Records

- a. Are individual flight records for each assigned pilot being maintained in accordance with CAPR 60-1 (see checklist)?
- b. Are pilot databases, kept in computers, up-to-date?

9. Safety

- a. Is the operations officer working with the safety officer and is he/she promoting safety in ground and air operations?

PILOT RECORDS CHECKLIST

Item	Yes	No	N/A
1. Does the unit maintain a six panel pilot folder	_____	_____	_____
2. Do they use the section cover pages outlining what belongs there	_____	_____	_____
3. Copy of the FAA pilot certificate	_____	_____	_____
4. Copy of current FAA CFI certificate if appropriate	_____	_____	_____
5. Copy of the current FAA medical certificate	_____	_____	_____
6. Documentation of current biennial flight review (copy of log entry)	_____	_____	_____
7. Copies of ALL CAP Forms 5 (checkrides)	_____	_____	_____
8. Copy of current CAP Form 5 written examination _____	_____	_____	_____
9. Aircraft questionnaire for each aircraft qualified (turbo and regular 182)	_____	_____	_____
10. Copy of the CAP Form 2a awarding the CAP Aeronautical Rating	_____	_____	_____
11. Copies of ALL CAP Forms 91 (mission checkrides) if appropriate	_____	_____	_____
12. Signed Statement of Understanding _____	_____	_____	_____
13. Copy of letter designating individual as:			
a. Cadet Orientation Pilot	_____	_____	_____
b. ROTC Cadet Orientation Pilot	_____	_____	_____
c. Wing Check Pilot _____	_____	_____	_____
d. Wing Instructor Pilot _____	_____	_____	_____
e. Wing Mission Check Pilot	_____	_____	_____
14. Flight Release Officer appointment letter signed by unit commander	_____	_____	_____

PERSONNEL

1. Duty Assignments/Appointments

- a. Have duty assignments been made for each staff position authorized?
- b. Is a unit organizational chart maintained and current?
- c. Have all members assigned a duty position completed level I and cadet protection training, and either completed or enrolled in the appropriate specialty track of the senior member training program?
- d. Are all duty assignments reflected on CAPFs 2a or published personnel authorizations and are copies placed in the individual's personnel file?
- e. Have appointments to all necessary boards and committees been made as required? Are these memberships current? Have new members been appointed when members have transferred, retired or left CAP membership?

2. Membership

- a. Does the personnel officer use the checklist provided in CAPM 39-2 to ensure membership applications are complete and accurate prior to forwarding to National Headquarters?
- b. Does the personnel officer have a system to ensure that membership applications forwarded to National Headquarters are processed in a timely manner? Is follow-up action initiated when the member does not receive a membership card or does not appear on the membership listing in a reasonable period of time?
- c. Does correspondence referring to individual members include the member's charter number and CAPSN?

3. Promotions

- a. Is the personnel officer familiar with the type of situations where promotion eligibility might be waived and procedures for requesting such a waiver?
- b. Does the personnel officer have a suspense system to alert the commander when personnel satisfy time-in-grade and training requirements for promotion to the next higher grade.
- c. Is the personnel officer sufficiently familiar with the provisions of CAPR 35-5 to determine what grade a new member might qualify for after level I training?

4. Awards

- a. Did the unit select a senior member of the year last year?
- b. Does the personnel officer have a system to alert the commander when an award might be in order for members who retire, transfer, etc.?
- c. Are recommendations for awards submitted to Wing HQ in a timely manner?

5. Monthly Membership Listings

- a. Does the personnel officer screen membership listings to determine what changes have been made during the past month?
- b. Is there a system for follow-up when requested changes are not reflected in a reasonable period of time?
- c. Is there a procedure for individual members to periodically screen the membership listing to determine if the information about themselves is current and correct?
- d. Are members with overdue renewals restricted from participating in CAP activities until their renewals are received by National Headquarters? How are these members notified of the restriction?

6. Records/Files

- a. Are records of former members separated from active-member records?
- b. Are CAPFs 45 current?
- c. Is the information shown on the monthly membership listing and SMTR consistent with that contained in the member's personnel file?
- d. Are records of former members retained five years unless requested by the member prior to five years?

7. Cadet Protection

- a. Is there a system followed to screen the monthly membership listing to ensure all individuals working with cadets are authorized to do so?
- b. Is there a system in place to ensure all cadet activities are supervised by an authorized senior member?

PUBLIC AFFAIRS**1. Manning**

- a. Has a public affairs officer been appointed in writing?
- b. Have public affairs personnel completed Level I training and enrolled in, or completed Level II specialty track training?

2. Public Affairs Reports

- a. Is the public affairs officer aware of responsibilities relating to reporting requirements?
- b. Are reports being submitted by established suspense dates?

3. Unit Public Affairs Program

- a. Has the public affairs officer taken steps to keep the unit commander informed of all public affairs matters?
- b. Has the public affairs officer organized and conducted an effective public affairs program for the unit?
- c. Does the public affairs officer publish a unit newsletter on a regular schedule?

4. Unit Public Affairs Officer Activities

- a. Does the public affairs officer keep the unit staff informed of unit-level CAP activities?
- b. Does the public affairs officer regularly prepare and forward stories and photographs of newsworthy/PAIN for publication in the *Civil Air Patrol News* or other media outlets?
- c. Has a system been instituted to gather news inputs from staff officers?
- d. Does the public affairs officer regularly send copies of the unit newsletter to wing headquarters/PAO?
- e. Does the public affairs officer provide advice and counsel to the unit commander in working with the news media?

5. Community Relations

- a. Has the public affairs officer developed a working relationship with the local media and does the public affairs officer provide advice and counsel to the unit commander in this regard?
- b. Does the public affairs officer formulate plans for participation in special events?
- c. Has a speakers bureau been established and does the public affairs officer maintain a roster of this bureau?

6. Maintenance of Current Records and Directives

- a. Are public affairs reports, including backup material, maintained by the public affairs officer for a period of one year?
- b. Are public affairs records cutoff, screened, and disposed of or retained as required?

SAFETY**1. Responsibilities (CAPR 62-1)**

- a. Is there evidence that the unit has an accident prevention program (letters, reports, bulletins or operating procedures, for example)?
- b. Has a safety officer been appointed in writing?
- c. Does the safety officer have any other unit duties?

2. Manning

- a. Is the safety officer directly responsible to the commander?
- b. If the unit has an assigned aircraft is the safety officer a pilot or an FAA Accident Prevention Counselor?
- c. Is the safety officer experienced in emergency services and enrolled in or completed the "CAP Safety Officer" Specialty Training Track (217)?

3. Safety Education

- a. Is ground and flying safety information briefed monthly at unit meetings? Is a roster of individuals in attendance kept?
- b. Are summaries of monthly safety material posted on a unit bulletin board?
- c. Are previous summaries and attendance rosters covering the past twelve months on file?
- d. Have guest speakers been used periodically in safety briefings?
- e. Are the monthly safety bulletins from National Headquarters briefed to all personnel, then posted on the unit bulletin board?

4. Safety Improvement/Hazard Reporting Program

- a. Are CAPFs 26, "CAP Safety Improvement or Hazard Report" readily available?
- b. Are FAA Forms 8740, "Safety Improvement Report" readily available?
- c. Are personnel briefed at least annually regarding the location, use, purpose of CAPF 26 and FAA Form 8740?

5. Accident Prevention

- a. Are the recommendations contained in the yearly trend analysis report evaluated and action taken to prevent similar mishaps?

6. Safety Surveys/Inspection

- a. Is an annual internal safety survey scheduled and accomplished.
- b. Has a suspense system been established to ensure all deficient items are corrected prior to close out of the report?
- c. Are copies of completed surveys forwarded to wing headquarters in a timely manner?
- d. Is a copy of the last survey on file?
- e. Is there evidence the unit commander is reviewing safety surveys?
- f. Is/are the units aircraft properly tied down IAW CAP specifications?

7. Awards

- a. Did the unit submit anyone for the safety officer of the year award the previous year?
- b. Has the safety officer developed a system for determining the number of squadron pilots who participate in the FAA Pilot Proficiency Program each year?

8. Accident Reporting

- a. Has the commander established written procedures to ensure he is notified of all accidents?
- b. Is the safety officer totally familiar with accident reporting procedures contained in CAPR 62-2 in order to provide quality advice to the unit commander?
- c. Has the unit commander reported all accidents on CAPF 78, through CAP channels?
- d. Are accident reports (CAPF 78 and 79) complete and accurate?
- e. If accidents or incidents have been experienced by the unit, has the commander taken adequate and appropriate corrective action to prevent reoccurrence?

SENIOR PROGRAM

1. Responsibilities

- a. Has a senior member program officer been appointed in writing?
- b. Does the senior program officer use the Senior Member Training Report (SMTR) to monitor the unit's senior program? How is it used as a management tool?
- c. Does the senior program officer ensure that appropriate training additions, deletions, or corrections are entered on the SMTR?
- d. Does the senior program officer ensure the updated SMTR is returned to national headquarters/TTN by the required suspense dates?
- e. Are unit members encouraged to maintain a high completion rate of Level I training? How is this documented? Is a Level I orientation course conducted in a timely manner as new members join the unit?
- f. Have all members of the unit staff completed Level I
- g. Does the senior program officer ensure that senior member activities receive the widest possible publicity within the unit? How is this done?
- h. Is the senior program officer familiar with key unit, wing, region and national training events and activities?
- i. Are CAPFs 45 and 45b current and complete?
- j. Does the senior program officer maintain a reference library of materials used in the senior training program? Is this material readily available to the unit's senior members and does the senior program officer provide assistance to senior members in reviewing this material?
- k. Has a program been established for monitoring ECI - related training? Are all ECI course completions reported to the unit personnel officer?
- l. Does the senior program officer properly utilize the CAPF 24a to document completion of Level II, III, IV and V training?

2. Testing (CAPR 50-4)

- a. Have a testing officer and alternate been appointed in writing?

- b. Has a CAPF 53 "Signature Verification Card" with all required signatures been submitted to national headquarters/TTHE? Are the signatures current?
- c. Are ECI testing procedures being followed?
- d. Is the senior program officer familiar with ECI form 23 "ECI Enrollment Application"?
- e. Has the senior program officer established a file for USAF Extension Course Institute Catalog, Specialty Training Track Study Guide and the Senior Member Handbook?
- f. Are the senior program officer and the testing officer aware of the time limits for completion of ECI courses? Has a program been established to monitor the progress of members enrolled in ECI courses?
- g. Is the testing officer knowledgeable of what constitutes an ECI test compromise?
- h. Is the required three-step check of an ECI examination done immediately upon receipt of the examination?
- i. Does the testing officer maintain an ECI test inventory log in accordance with CAPR 50-4?

3. General

- a. Are unit goals established for the senior program?
- b. Does the senior program officer have a comprehensive knowledge of CAPM 50-16 in order to prepare senior members for accomplishing the cadet mission?
- c. Is frequent contact maintained between the unit's senior program officer and wing director of senior programs? What assistance has the wing director of senior programs given to the unit?

SUPPLY**1. Management (CAPM 67-1)**

- a. Is proper management of corporate property being practiced?
- b. Is action taken to recover property being used for other than CAP programs and activities?
- c. Is property being kept for at least one year before requesting disposal action?

2. Mandatory Files

- a. Have mandatory files been established to maintain accountability of CAP property?
- b. Is CAPF 38, "Property Document Register", being used to record all transactions?
Is only one sure register used?
- c. Are expendable property files established for filing of receipts, issues and disposal documentation?
- d. Has the unit submitted a current copy of its requirement list to wing headquarters?
- e. Is a copy of the unit inventory (S-3) on file at the unit?
- f. Have procedures been established to record and permanently affix serial numbers to items received without a serial number?

3. Optional Files

- a. Are separate folders established for filing on non-expendable individual issue documents?

4. Property Accountability

- a. Has the supply officer been appointed, in writing, and have copies been distributed as required?
- b. Was a transfer of property statement prepared to transfer property responsibility when the change of supply officer occurred?
- c. Is CAPF 37 used to record all non-expendable property transactions?
- d. Is CAPF 111 used only to record expendable issues to immediate members of the unit?

- e. Are document numbers properly constructed and assigned each transaction?
- f. Do requests to wing headquarters for non-expendable property contain justification for the requests?

5. Property Receipt Procedures

- a. Are receipt documents properly processed and returned to wing headquarters within 30 days after receipt of property?
- b. How are commercially procured, donated, or DOD funded items receipts identified on CAPF 37?

6. Property Issue Procedures

- a. Are non-expendable issues to individuals being approved by the unit commander or deputy commander and revalidated annually during the month of April?
- b. Is CAPF 37 being used to return property to wing headquarters?
- c. If efforts fail to recover property, are Reports of Survey processed to drop accountability for missing property?

7. Annual Inventory

- a. Are signed copies of the current unit inventory maintained in the unit's files?
- b. Are CAPFs 37 being used to make quantity changes to the inventory when there are additions, deletions, or transfers?
- c. Are annual inventories being completed and submitted to wing headquarters as required by regulations? (30 June)?

8. Property Disposal

- a. Is disposition of all property (expendable and non-expendable) being documented on CAPFs 37?
- b. Is prior written approval obtained for wing headquarters for disposition of unserviceable property? Is a copy of this approval attached to the disposal CAPF 37?
- c. Are reports of survey processed on lost, stolen, damaged and destroyed property? Is a copy of the investigative report (fire or police) and/or other supporting documentation attached to the CAPF 37?

9. Other Supply Procedures

- a. Is property safely stored and protected for the elements to prevent deterioration?
- b. Are gasoline, oil, paint, or any flammable items stored in separate, outside facilities?
- c. Is the proper clearance being maintained between stored items and all light and heating fixtures?

TRANSPORTATION**1. Inspection Items**

- a. Has a unit transportation officer been appointed in writing?
- b. Are all vehicles registered in the name of Civil Air Patrol, Inc. and properly licensed?
- c. Are all vehicles properly marked, identified and painted IAW CAPR 77-1?
- d. Are any of the unit's CAP vehicles being used by agencies and/or individuals other than CAP?
- e. Are procedures in effect to insure that operators are licensed and authorized?
- f. Are procedures in effect to insure that all passengers are authorized?
- g. Are all vehicles given a safety inspection prior to dispatch?
- h. Is adequate preventive and corrective maintenance being accomplished by vehicle operators?
- i. Is the unit complying with Wing policies relative to authorization, documentation and funding of repairs?
- j. Are all CAP vehicles assigned to the unit insured, with the proper documentation in the vehicle?
- k. Does the unit commander and transportation officer ensure all personnel utilize seat belts when in CAP vehicles? Are seat belts properly installed?
- l. Is a copy of the CAPF 37 transferring the vehicle to the unit available in a vehicle master file containing all pertinent documentation?
- m. Are the unit vehicles inspected periodically?

CAP-USAF Vehicle Inspection Checklist

Date: _____ Wing: _____ Vehicle License#: _____ Reg#: _____

Unit Assigned To: _____ 2wd or 4 wd: _____ Inspector: _____

Make of Vehicle: _____ Model: _____ Color: _____ Year: _____

Static Inspection				Under Hood Inspection			
Item	Sat	Unsat	Comment	Item	Sat	Unsat	Comment
Windshield Condition				Battery Condition			
Windows Cond/Oper				Brake Fluid			
CAP Seal/Markings				Exhaust System			
CAP Forms 73/74				Oil Quantity			
Hi Beam Headlights				Coolant Quantity			
Low Beam Headlights				Belts/Hoses			
Tail Lights				Exterior Inspection			
Brake Lights				Item	Sat	Unsat	Comment
Turn Signals				Body Condition			
Emergency Flashers				Paint Condition			
License Plate Light				Door Operation			
Back Up Light				Door Condition			
Back Up Alarm				Window Condition			
Wiper Blades				Window Operation			
Wiper Operation				Bumper Condition			
Foot/Hand Brake				Tire Condition			
Horn				Tire Wear (Min 1/16")			
Seats				Tire Inflation			
Seatbelts				Driving Check			
Shoulder Harness				Take Vehicle to Highway Speed & Check for Safe & Satisfactory Operation			
Seat Latching				Item	Sat	Unsat	Comment
Rearview Mirror				Steering			
Side Mirror(s)				Braking			
Radio Mounts				Suspension			
CAP Added Wiring				Drive Train			
Fire Extinguisher				Alignment			
First Aid Kit				Trailer Inspection			
Spare Tire				Item	Sat	Unsat	Comment
Tire Tools				Running Lights			
Proof of Insurance				Brake Lights			
Comments:				Brake Condition			
				Hitch Condition			
				Safety Chain			
				License Current			
				Tire Condition			
				Door Latch Condition			